

Meeting Minutes

Date: September 14, 2017

Time: 4pm

Location: Student Design Lounge

In Attendance: Jake Hall, Adam O'Keefe, Joe Stanley, Will Seegmiller, Rachel Rosasco

Discussed Items:

- Updated Dr. Shrestha on action item progress and reminded us of creating action items for each meeting
- Went over things coming up in the near future and items needing to be done
- Assign new action items

Action Items:

Items to be worked on before next meeting, includes continuation of previous action items not completed

Team Member	Action Description
Jake	Project learning, client questions
Will	Project learning, client questions
Joe	Project learning, client questions
Adam	Brian pyrolysis tour, email client
Rachel	Project learning, client questions